

PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH - TASK ORDER

RFTOP#184

TITLE: Meeting Management

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. Point of Contact Name: [Anoushah Shokouhi](#)

Phone- [301-594-5267](#)

Fax- [301-480-4111](#)

Proposal Address:

Billing Address:

[6116 Executive Blvd.](#)

Accounts Payable, OFM, NIH

[STE 503](#)

Bldg 31, Room B1B39

[Rockville, MD 20852](#)

Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: [07/01/2004](#)

C. PRICING METHOD: [Time and Material](#)

D. PROPOSAL INSTRUCTIONS:

Proposals may be submitted electronically. Also, the email submission **MUST** be followed up with an original hard copy within two business days from the due date.

E. RESPONSE DUE DATE:

The due date for responses to this RFTOP, **shall be via email to:**

shokouha@mail.nih.gov on or before 2:00pm Eastern Standard Time, **Friday, June 28, 2004.**

F. TASK DESCRIPTION:

The contractor will provide logistical support for the NCICB meetings and conferences to be held in the Bethesda/Rockville, MD area or nationwide.

The contractor must be able to provide the following services:

Travel and lodging

Contractor will personally contact the individual meeting participants (or their assistants) to determine individual travel arrangements required by each meeting participant. The contractor will then, either internally or working with an external travel agency, acquire the specific travel accommodations required by the meeting participants at the lowest cost to the government. The contractor shall be responsible for the mechanism by which to reimburse an external travel agency. The contractor will be responsible to make hotel reservations for the time period indicated for the specific meeting for the individual meeting participants at a hotel in the closest proximity to the meeting venue at the lowest

cost to the government. It is required that all meeting participants be booked at the same hotel in order to minimize expenses associated with ground travel to and from the hotel to the meeting venue. The hotel accommodations should include high-speed internet access in the cost of the hotel room. The contractor will be responsible for the mechanism by which to pay for the lodging accommodations for the individual meeting participants.

Meals and incidentals

Each verified meeting participant will receive a flat amount of \$100 per day for M&Is to include taxi fare, airport/hotel parking, meals, phone calls, faxes, and internet access incurred in direct conjunction with the meeting.

The government will reimburse the contractor for the travel, lodging, and M&I expenses of the meeting participants.

No expenses for facilities shall be incurred as the responsibility of the contractor.

G. EVALUATION FACTORS

Proposals will be reviewed and evaluated in accordance with the evaluation criteria identified below:

TECHNICAL QUOTE

Management Approach and Technical Capabilities

1. A demonstrated understanding of the work, including creativity and thoroughness shown in understanding the objectives of the SOW and specific tasks, as well as planned execution of the project
2. Evidence of specific methods and techniques for completing each discrete task, to include such items as quality assurance, and customer-service.
3. Ability to address anticipated potential problem areas, and creativity and feasibility of solutions to problems and future integration of new processes and technology enhancements.
4. Degree to which the bidders proposals demonstrate understanding of logistical, schedule, and any other issues of which the Government should be made aware.
5. Quality and effectiveness of the allocation of personnel and resources.

Professional Qualification

1. The currency, quality, and depth of experience of individual personnel in working on similar projects must be readily evident. Similar projects must convey similarity in topic, dollar value, workload, duration, and complexity.

2. Quality and depth of education and experience on other projects which may not be similar enough to include in response to B.1. (immediately above), but may be relevant.
3. The currency, quality and depth of how the project director will supervise and coordinate the workforce.

Organizational Experience

1. Evidence that the organization has current capabilities; and for assuring performance of this requirement. Evidence of supporting subcontractors, consultants, and business partners will be considered.
2. Appropriate mix and balance of education and training of team members.

Past Performance

1. The organizations history of successful completion of projects; history of producing high-quality reports and other deliverables; history of staying on schedule and within budget.
2. The quality of cooperation (with each other) of key individuals within your organization, and quality of cooperation and performance between your organization and its clients.
3. The organization's specific past performance on prior similar efforts specified with this SOW.

Price

Technical Factors and past performance are more important than price. Selection of the firm to perform this contract will be based on the Government's assessment of the best overall value.

RFTOP# _____ TITLE: _____
PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0 _____
TO # NICS-_____
Contractor: _____
Points of Contact: _____
Phone- _____ Fax- _____
Address: _____

TOTAL ESTIMATED COST:
TOTAL ESTIMATED NUMBER OF HOURS:
PROPOSED COMPLETION DATE:

Pricing Method

FOR THE
CONTRACTOR:

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED:

FAX #

Signature - Project Officer

Date

APPROVED: _____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT
WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____

Signature –Anthony M. Revenis, J.D., NIH-PICS Coordinator

Date